



BNL Password Office

BNL IDAS Account Application Form

**NOTE: DO NOT USE THIS FORM if you have a BNL GUEST ID;
use the "BNL IDAS **GUEST User** Account Application Form" instead!!**

Return completed form in person (BNL badge MUST be presented as proof of ID) to:
ITD Password Office, Building 515, Rm. 1-34

NOTE: You will be contacted by the Password Office when your account is available for use.

The BNL-IDAS User's Guide is available on ITD's web pages; point your web browser to: <http://www.ccd.bnl.gov/nss/idas/>

***** USER INFO *****

User's signature: _____ Date: _____

Last Name: _____ First Name: _____

Department: _____ Address/Bldg#: _____

BNL Telephone #: _____ Home Telephone #: _____

*Life#: _____ BNL E-mail Address: _____

***NOTE: Users with a GUEST# only MUST instead use the "BNL IDAS **GUEST User** Account Application Form"**

***** AUTHORIZATION *****

Supervisor's Signature: _____ Date: _____

Supervisor's Last Name: _____ Supervisor's First Name: _____

Department: _____ Address/Bldg#: _____

BNL Telephone#: _____ BNL Email Address: _____

*Life/Guest#: _____

***Supervisors who have a GUEST# MUST have signature authority in their particular department!**

***** ACCOUNT INFO *****

Suggest a User ID (2-8 chars – NO UPPERCASE CHARS!!!): _____

Start-up password (8 characters/case sensitive): _____

NOTE REGARDING USER IDs AND PASSWORDS: ITD reserves the right to assign a different User ID if necessary. A User ID may contain the characters a-z, 0-9 and must be between 2 and 8 characters in length... The first character MUST be a letter, and all additional letters used MUST BE lower case. The Start-up password should be changed by the user during the first login. See the User Guide for instructions on changing your password. Acceptable passwords must be at least 8 characters long and not contain names, account or life numbers, dates, or dictionary words... at least one special character should be included.

For ITD Use Only

CHECK OFF BOXES WHERE APPLICABLE...

☐ Verified Life/Guest# OK?

☐ Verified that Supervisor, if Guest as well, has signature authority?

☐ Account has been created by (account creator's signed initials): _____ Date: _____ User's UID: _____